

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Processing Technician
Bureau of Highway Operations, Permits Section

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list (See "Eligibility Requirements")
Location: Norwich, CT
Job Posting No: **29935**
Hours: 7:30 am to 4:00 pm
Salary: Salary Grade CL-16
Closing Date: October 9, 2015

The Connecticut Department of Transportation has a Processing Technician position opportunity in the Bureau of Highway Operations, Special Services Section Unit, Norwich, CT.

Duties: Duties include but are not limited to examination of incoming materials for accuracy, completeness and conformance of state statutes and regulations; acts as liaison between a wide variety of resources including other state employees, outside officials, contractors, insurance companies, and others; must independently make choices among alternative and sequential procedures but must also have primary responsibility for the service provided.; emphasis on independent external contacts with various public and private sector representatives as a regular part of the job; carrying out and maintain a complex clerical processing service, having a statewide impact; interpretation and application of state statutes and regulations relating to the particular processing service; filing and indexing systems and forms for own use and to meet recurring needs; maintenance of records and logs; preparation of status reports; maintenance of general files in support of processing function; extensive personal and phone contact with the general public; typing and maintenance of financial records; must possess general computer skills and be able to maintain a file of all permit fees in accordance with State policies and procedures.

Knowledge: interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

Eligibility Requirement: Candidates must have passed the Processing Technician examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. This position is in the Clerical bargaining unit.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Refer to the DAS website at www.das.state.ct.us/HR/Jobspec/JobSearch.asp for job specification requirements. Applicants who do not submit all the requested documents will not be considered.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter; a resume, and an Application CT-HR 12, State employees must include copies of their last two (2) service ratings. Please submit all the required documentation by close of business on October 9, 2015 to:

Connecticut Department of Transportation
Ann Januszewski
Human Resources Office
171 Salem Turnpike
Norwich, CT 06360
Fax: 860-823-3232
Email: Ann.Januszewski@ct.gov

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.